

Provider Subsidy Training

The Licensing Policy and Training Unit of Division of Child Care and Early Learning developed in-person training for providers on Working Connections Child Care. The intent of this training is to help Licensed Child Care Providers know how to correctly use the DSHS Working Connection Child Care subsidy authorization and payment system.

Training objectives:

- Understand the steps in the child care subsidy process.
- Know the responsibilities of the family, provider and DSHS.
- Learn and practice how to accurately calculate billing based on attendance.
- Learn about the DSHS payment options available to providers.
- Become familiar with special situations and learn what to do when they arise.

DCCEL Regional Trainers, Carissa Doré, Kim Early and Susan Thomas, conduct this training with the help of Community Services Division staff. Trainings are delivered to providers all around the State.

The evaluation response has been overwhelmingly positive, with comments like: “This will help me keep better records and bill properly”; “The training was extremely relevant, I learned useful information about billing for half days”; “This should be part of training prior to opening a child care and/or regularly for new employees”; “This training was absolutely critical”, and “This should be a mandatory class.”